



REQUEST FOR EMPLOYEE RELOCATION
CONUS to OCONUS - Civilian

**Center, Institute, or
Office (CIO):**

Travel Order Number:

Division:

**CIO Travel Resource
Contact (TRC):**

Employee's Name:

**Social Security
Number:**

Job Title:

Office Park:

Type:

(check one)

☐ New hire employee

☐ Long-term training

☐ Detailee (international organization)

☐ Transfer from another federal agency

☐ Current federal employee
(transferring within CDC)

Relocating From:

Relocating To:

Effective Date:

**Immediate Supervisor at
New Location:**

Current Home Address:

Mailing Address:

Home Phone Number:

Work Phone Number:

Mobile Number:

Fax Number:

Email Address:

Funding Information:

Appropriation:

FY of Appropriation:

CAN:

Service Fee CAN:

Interagency Agreement Number: 2051IA06-24

☐ Temporary Quarters Subsistence Expense (TQSE) *may not receive TQSE and TQSA*

☐ Shipment of POV, mobile home, or boat

☐ Relocation services (Alaska and Hawaii only)

☐ Consumables Shipment

For Approving Officials:

☐ Temporary Quarters Subsistence Allowance (TQSA) *obligate TQSA on SF 1190 if not a detailee, ☐ Advance advance must be obligated on the PCS travel order*

☐ Foreign Transfer Allowance (☐ Miscellaneous, ☐ Lease Penalty, ☐ Wardrobe, ☐ Subsistence) *obligate FTA on SF 1190 if not a detailee, ☐ Advance advance must be obligated on the PCS travel order*

Division Approval:

Signature of Division Approving Official

Name:

Title:

CIO Approval:

Signature of CIO Approving Official

Name:

Title:

Please complete this form and send it to Bureau of the Public Debt (BPD) to begin processing your move:

Centralized E-Mail Account: PCSTravel@bpd.treas.gov

Fax Number: (304)480-8480

Subject line of faxed or e-mailed documents should be "CDC PCS - 'CIO'"

Last Revised 07/14/2005